



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## WORKFORCE DEVELOPMENT SPECIALIST II

Job Number: 20001111

Job Code: 61410V000101

Job Group: 6100 - EMPLOYMENT SERVICES

Job Established: 11/16/2003

Job Revised: 02/16/2009

Grade: 12 Salary (MIN - MID):

\$14,938-\$19,789 - Hourly

\$2,427.44-\$3,215.72 - 37.5 Hr. Monthly Salary

\$2,589.26-\$3,430.10 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides administrative support services to unemployment insurance claimants, employers and job seekers OR; works with unemployment insurance benefits and tax programs OR; investigates disputed unemployment insurance claims. Informs applicants, claimants, participants and employers of their rights, responsibilities and program services under provisions of the Workforce Investment Act, Wagner-Peyser Act, Unemployment Insurance and other workforce programs, laws and regulations; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have two years of experience in reviewing, monitoring, determining eligibility for and/or administering employment service or unemployment insurance programs, or experience in education, public administration, military or human resources.

#### **Substitute EDUCATION for EXPERIENCE:**

A master's degree will substitute for one year of the required experience.

#### **Substitute EXPERIENCE for EDUCATION:**

Work experience in workforce programs such as WIA, employment services, unemployment insurance, education, public administration, military or human resources will substitute for the required college on a year for year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Requires limited supervision in performing duties and responsibilities in interviewing and assisting individuals in completing the unemployment insurance claims and job registration procedures. Must be knowledgeable of WIA, Wagner Peyser and Unemployment Insurance Programs and Services as well as services available at local-level through one-stop partners. Processes interstate, combined wage, federal and extended base period and electronic claims. Interviews job seekers to determine training and qualifications. Performs public relations by contacting employers. Performs duties involved in reconsiderations, missing check affidavits and pension eligibility interviews. Responds to customer and employer inquiries pertaining to unemployment insurance and employment service programs. Interviews job seekers to assess training, work experience and other job qualifications to determine appropriate employment and/or training referral. Provides assistance to job seekers in need of intensive services. Enrolls job seekers into special programs and monitors their progress. Administers tests and interprets and integrates scores with the information needed for determining overall job qualifications or training needs. Makes job development contacts when no suitable job opening exists. Assists employers and union representatives in scheduling and filing mass claims for unemployment insurance benefits. Applies laws and regulations as they pertain to the unemployment insurance claims functions. Interviews claimants and employers involved in disputed claims to secure relevant facts and issue determinations. Calculates, establishes and issues decisions on benefit overpayments. Interviews and assesses job seekers to determine employment services needs, such as testing, counseling, job development and training. Makes referrals to other local one-stop partners for services. Assists job seekers in obtaining labor market information. Interacts with employers for job solicitation, referrals, follow-up, marketing and public relations. Promotes employment services programs through interaction with schools, civic groups, employers, community and other local, state and federal agencies. Reviews billings from other states and authorizes payment of unemployment insurance trust fund dollars. Makes determinations of employer liability and determines proper tax rates in complex situations involving multiple or partial account transfers. Applies unemployment insurance laws in determining reserve account distribution. Prepares documents and evidence through accessing unemployment insurance databases in prosecuting cases of fraud and misrepresentation. Assembles records and prepares written narratives in cases of appealed tax determinations for presentation before the Unemployment Insurance Commission. Assists and represents the Division of Unemployment Insurance in proceedings before the Unemployment Insurance Commission. Assists and aids team members in meeting quality assurance initiatives.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title primarily perform duties in an office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.